



City of South Bend

Vacancy Announcement

Post Date: Wednesday, July 29, 2015

Closing Date: Tuesday, August 4, 2015

SUPERINTENDENT III

Category: Full Time/Non-Bargaining/Exempt

Department: Public Works/Bureau of Sewers

Reports To: Manager of Sewer Operations

Schedule: Vary schedule based on operational needs. Nights as required.

Pay Rate: \$43,000-\$49,000/yr. (Exempt)

Position: SUMMARY

Supervises and coordinates the work of crews of equipment operators and/or laborers in the maintenance and construction of sewers and does related work as assigned. Must be available for emergencies, subject to 24-hour stand-by.

SUPERVISION EXERCISED

Directs crews as assigned by Bureau Managers and Superintendent V.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Directs City street- sweeping operations.
- Schedules and assigns work and personnel each day and oversees all daily crew performance.
- Studies all plans and specifications and confers with engineers, administrators and contractors.
- Evaluates work progress and job performance and makes relevant weekly reports.
- Inspects all crew work, equipment, material and vehicles.
- Inspects work of contractors for compliance with specifications.
- Directs the investigation of reported problems and complaints related to sewers.
- Maintains records of all expenses, materials needed, inventory, vehicle use and repairs and work progress.
- Keeps equipment and work area clean.
- Related work as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes other duties as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Any combination equivalent to graduation from high school.
- Three (3) years supervisory experience working as a crew or job leader, and operation of heavy and/or light equipment in construction-related work.
- Must have experience on Microsoft Word and Excel programs for reporting.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of the methods and materials used in public construction and installation of utilities.
- Knowledge of the sewer system in general.
- Knowledge of safety hazards and precautionary measures.
- Ability to instruct others in proper operation and maintenance.
- Knowledge of construction methods.
- Ability to supervise and coordinate various crews of workers, including foreman, job leader, equipment operator and laborers.
- Ability to understand and explain engineering drawings related to sewer systems.
- Must know all aspects of concrete including forming, concrete costs and analysis, repair and finishing.
- Must be familiar with the Sewer Insurance program including job cost evaluation and the ability to explain the program to all concerned.
- Must be able to work closely with Sewer contractors on all excavation sites and be familiar with Sewer lateral billing.
- Must have basic knowledge of Bureau of Streets' programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Class A Commercial Driver's License

Must obtain PACP State Certification within two (2) years

Must have IMSA Traffic & Safety certificate within three (3) months.

EQUIPMENT

All categories of pneumatic, hydraulic, manual, and industrial equipment and tools needed to perform assignments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Ability to work outdoors, sometimes in adverse weather conditions, with exposure to mud, dust, bio-solids, compost, and snow. Ability to work in confined spaces as necessary to maintain storm and sanitary drainage systems. Exposure to oil and grease, solvents, and other chemicals. This is a safety-sensitive position, subject to random testing for drugs and alcohol in accordance with City policy.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required